



ADA COUNTY ELECTIONS

POLL WORKER MANUAL

2015



## ADA COUNTY ELECTIONS REGISTRATION CLERK REFERENCE GUIDE

**Position Overview:** Idaho allows eligible individuals to register at the polls on Election Day. The Registration Clerk directs voters to their correct voting precincts and helps register qualified electors.

### **VOTER REGISTRATION - A HOW TO GUIDE:**

- 1. Determine if the voter needs to register or re-register.**
  - Never registered in Ada County
  - Changed any part of their name or address
  - Purged from system due to inactivity
- 2. Make sure the voter is in the correct precinct to register to vote.**
  - Street Finder Guide (list of addresses for your precinct and your neighboring precincts)
  - Registration Hotline 287-6858
- 3. Review the Voter's proof of identity and proof of residency.**
  - An Idaho Driver's License with current address fulfills all requirements; or
  - Both a photo ID and 3<sup>rd</sup> party issued documentation with name and current address
  - Verify that voter's proof of identification and residence match what has been written on their card
- 4. Have the voter fill out a registration card.**
- 5. Examine the registration card to make sure it is legible, accurate and complete.**
  - Eligibility requirements: US citizen, 18 years old, 30-day resident, no legal disqualifications
  - Must fill in either an Idaho DL# or ID# or the last 4-digits of the Voter's SS#
  - Length of residency in Idaho
  - Gender
  - Date of Birth
  - Party Affiliation
  - Item #9 - Legal Disqualifications (reason 95% of incomplete cards returned to office)
  - Voter must sign card at the bottom
- 6. Complete three required fields in the OFFICIAL USE ONLY BOX on the registration card.**
  - Precinct number - where you are working
  - Deputy Clerk - you
  - Date - election day
- 7. Stamp RESIDENCE VERIFIED in correct location with black ink.**
- 8. Check the Street Finder Guide to verify the voter's ballot code (if applicable).**
- 9. Review the Voter's photo ID required to vote**
  - The voter must present one of the following acceptable photo IDs in order to vote:
    - a. Idaho driver's license or identification card
    - b. Passport or other federally issued photo ID
    - c. Tribal identification card
    - d. Current student identification card from an Idaho high school or institution of higher education
  - If the voter presents an ID not on the acceptable list to vote, they may sign a Personal ID Affidavit. The affidavit cannot be signed in lieu of the required photo ID to register.
- 10. Add the voter's name and address to a Same Day Registration Page.**
- 11. Have the voter sign next to their name on the Same Day Registration Page.**
- 12. Give Voter a Secrecy Envelope and Ballot Designator card (if applicable), and direct to the Issuing Clerk for a ballot.**
- 13. Relay registration information to the Receiving Clerk so they can update the Exit Record.**

## **YOUR ELECTION DAY**

### **Before the Polls Open**

1. Read contents of this guide.
2. Assist with setting up tables and voting booths.
3. Make sure you have all the items listed on your supply bag inventory.
4. Arrange your work area.
5. Hang signs.
6. Take Oath of Elections and sign Poll Book Cover.
7. Assist Chief Judge and other Clerks with any final preparations.

### **Throughout the Day**

1. Voters approach your station to register, re-register, or check to see if they are in the correct voting precinct.
2. Make sure the voter is aware of Idaho's eligibility requirements.
3. Look up voter's address in Street Finder to make sure they're in the correct precinct.
4. Verify the voter's proof of identity and proof of residence.
5. If the voter is in the correct precinct - have them fill out a registration card.
  - The voter must use a blue or black ballpoint pen (not the felt-tipped ballot-marking pens).
  - Make sure the voter's penmanship is legible.
  - A unit # must be included if it is pertinent to the address.
6. Review the card to make sure all of the required fields have been completed.
7. Fill in: your initials, the date, and the precinct in the "Official Use Only" box.
8. Stamp RESIDENCE VERIFIED in correct location (in the "under Penalty of Law" box left of the signature).
9. Check the Street Finder Guide to verify the voter's ballot code (if applicable).
10. Review the voter's photo ID required to vote
  - The voter must present one of the following acceptable photo IDs in order to vote:
    - a. Idaho driver's license or identification card
    - b. Passport or other federally issued photo ID
    - c. Tribal identification card
    - d. Current student identification card from an Idaho high school or institution of higher education
  - **If the voter presents an ID not on the acceptable list to vote, they may sign a Personal ID Affidavit. The affidavit cannot be signed in lieu of the required photo ID to register.**
11. Add the voter's name (last name, first name) and address to the blank Same Day Registration page.
12. Have the voter sign right side up in the signature column next to your entry on the blank Same Day Registration page.
13. Give the voter a secrecy envelope and ballot designator card (if applicable) and direct them to the Issuing Clerk for a ballot.
14. Pass registration card to Receiving Clerk so they can enter voter in the Exit Record.

### **After the Polls Close**

1. Count the registration entries on each Same Day Registration page.
2. Record the subtotal of signatures on each page in the designated area in the lower right hand corner and pass the grand total onto the Poll Book Clerk.
3. Count the number of completed registration cards - make sure this number matches the number of entries.
4. Give the registration cards and completed Same Day Registration pages to the Chief Judge.
5. Return supplies and signs to the supply bags and tote.
6. Help Chief Judge count ballots and take down polling place.

### **Why Are Registrants Added to Blank Same Day Registration Pages (and not to the Poll Book)?**

A record is kept of each and every voter that cast a ballot in a specific election. Of course we don't know how an individual voted, just whether or not they voted. There is a barcode attached to each voter listed in the Poll Book, giving those voters history for an election is as easy as scanning a barcode with a sensor gun. New registrants on the other hand require a different set of procedures. Registrants must be entered into the statewide registration database before they can be given history. It is important to keep all new registrant information together in one place to make sure this task can be accurately completed. That is why it is important to add new registrants to the blank Same Day Registration pages only.

**When New Registrants Need to Spoil a Ballot:**

If a new registrant makes a mistake marking their ballot and would like another, take the ballot and write "SPOILED" across it. Give it to the Issuing Clerk to place in the SPOILED BALLOT ENVELOPE. Make a notation "SPOILED BALLOT ANOTHER ISSUED" in the remarks column next to the voter's name on the Same Day Registration page. Direct the voter to the Issuing Clerk for a replacement ballot.

**Assisting Voters Who Need Help Filling Out Their Registration Cards:**

Please offer to help anyone who has trouble completing a registration card. You can fill out everything...EXCEPT THE SIGNATURE. The person registering must be the one to sign (even if it is just a unique mark or an "X").

**Street Finder Guide**

The Street Finder Guide helps you determine where a new registrant should vote.

The Street finder Guide is an alphabetical listing of all the street addresses that correspond to a specific voting precinct and ballot style.

Any numbered streets (i.e. 1st Street, 5th Avenue, 8th Place) will be the first streets listed. Alpha street names will be listed after the numbered streets.

Your Street Finder Guide will have those addresses in your precinct and all those precincts adjacent to yours.

Sample:

Ada County Street Finder								
For Precinct: 1404								
Street	Type	Dir	From	To	E/O	City	Ballot Code	Precinct
CAN ADA								
1 CIR	N		5446	5492	Even	STAR		1401
LN	N		4801	4801	Odd	STAR		1401
RD	N		6630	6670	Even	MERIDIAN	7	1412
RD	N		4890	5800	Even	NAMPA		1412
RD	N		1078	1080	Even	5 STAR	I	1404
RD	N		1150	1224	Even	STAR	F	1404
RD	N		1228	1752	Even	STAR	I	1404
RD	N		2990	4700		STAR		1401
RD	N		5538	5630	Even	6 STAR		8 1401
CAPEL LA								
2 DR	W		4 10054	10394		STAR		1405
ST	W		10463	11070		STAR		1405
CARDIGAN								
3 AVE	N		558	589		STAR	F	1404
CARIBEE INLET								
DR	W		11660	12397		STAR	F	1404
CARLISLE BAY								
ST	W		12016	12124		STAR	F	1404

Find which precinct 558 N. Cardigan Ave, Star would be in:

1. **Street**—Find the voter's street name by looking it up alphabetically.
2. **Type**—Identify what type of street name is used: street, avenue, lane, way, place, drive and find it on the list.
3. **Direction**—What is the direction listed in the voter's address? (north, south, east, west, northwest, southwest, etc.).
4. **From and To**—Identify the voter's address in the range listed in the **From** and **To** columns.
5. **E/O**—Check to see if the range includes only the even or odd street numbers (this can be the determining factor when the street is a precinct boundary line).

6. **City**—Which city does the voter live in? Many streets in Ada County run through more than one city.
7. **Ballot Code**—If a code is listed, give the voter the matching designator card along with their secrecy sleeve.
8. **Precinct**—If this number is different from where you are working, the voter is in the incorrect precinct.

Direct to the correct precinct. (Use the Polling Place Directory to direct the voter to the correct location)

If the voter's address is not in your precinct, but listed in your Guide, you can use your **List of Polling Places and Chief Judge Contact Information** to help direct the voter to their correct voting location.

If the voter's address is not listed in your Street Finder Guide – the voter is well away from their assigned polling place.

Please call the **Registration Hotline** at 287-6858 to help get this voter where they need to be.

## Blank Same Day Registration Poll Book Pages

### Guidelines for the Registration Clerk:

- Use only one line for each election-day registrant's entry.
- Make sure the registrant signs next to their name in the space provided.
- If you spoil a ballot for a new registrant, write in the remarks column, "spoiled ballot, another issued."
- Each blank Same Day Registration Poll Book page has room for 26 entries.
- At the end of the evening record the number listed on each page in the lower right-hand corner.

ELECTION RECORD AND POLL BOOK			
Line No.	Surname, Given Name, Address	Signature of Voter	Remarks
1	Pearson, Adam 2088 Dola Point Place, Boise, ID	Adam Pearson	
2	Schutte, Ryan P 6322 Crevasse Terrace Boise, ID	<i>Ryan Schutte</i>	Spoiled Absentee Another Issued
3	Strobel, Robert Cornelius 699 Candy Cane Parkway Boise, ID	<i>Bob Strobel</i>	
4	Linskey, Erin 8564 Shoshone Falls Circle Boise, ID	<i>Erin Linskey</i>	
Number of Electors Voting This Page 4			

Idaho Voter Registration Form			
1 Last Name (Print clearly in black ink.)		First Name Middle Name	
<b>WARNING:</b> Any elector who supplies any information knowing it to be false is guilty of perjury which is punishable by imprisonment and a fine of up to \$50,000.			
3 Are you a citizen of the United States of America? Yes <input type="checkbox"/> No <input type="checkbox"/>		If you checked 'No' for either question, do not complete this form.	
5 Residence Address (Do not use PO Box or business address. If no street address, describe location of residence by cross streets, section, township, range, or other physical description.)		4 Date of Birth month / day / year Residence in Idaho Yrs. Months Male <input type="checkbox"/> Female <input type="checkbox"/>	
6 Mailing address if different from above City County Zip		7 Political Party (Select one): <input type="checkbox"/> Constitution <input type="checkbox"/> Democratic <input type="checkbox"/> Libertarian <input type="checkbox"/> Republican <input type="checkbox"/> Unaffiliated - (No party preference)	
8 <input type="checkbox"/> Check box if name change Previous Name City County State		9 Do you have any legal disqualifications? Yes <input type="checkbox"/> No <input type="checkbox"/> Idaho felon's rights are automatically restored upon completion of all sentencing conditions including probation or parole.	
10 Signature - Sign on line below. X		11 Date of Signature month / day / year	

Sample of the New Registration Card

## Personal ID Affidavit Sample

PERSONAL IDENTIFICATION AFFIDAVIT	
STATE OF IDAHO	
ss. _____	_____ Precinct
County of _____	
I declare, under penalty of perjury, that my name is listed as _____	
on the official voter registration list, that I am that person, and that I currently reside at _____	
(Residence Address, City and Zip Code)	
Any person, who knowingly provides false, erroneous or inaccurate information shall be guilty of a felony. (34-1114, Idaho Code)	
Signed: _____	
Subscribed and sworn to before me this _____ day of _____, _____	
_____ Judge of Election	

The Voter ID Bill passed during the 2009 Legislative Session, taking effect on July 1, 2010. Title 34-Chapter 11-Sections 13 and 14 of the Idaho State Code establish the acceptable forms of identification that can be used to prove identity before a voter is allowed to sign the Poll Book and be issued a ballot.

Acceptable Forms of Photo ID Include:

- An Idaho-issued Driver's License or Identification Card (DLs & IDs from other states won't work)
- A U.S. Passport or Federal Photo Identification Card
- A Tribal Photo Identification Card
- A current Student Photo ID Card issued by an Idaho High School
- A current Student Photo ID Card issued by an Idaho Post-Secondary Education Institution.

If a voter whose correct name and address appear in the Poll Book does not have the required and acceptable identification, they must sign a Personal Identification Affidavit (EG-9) before they can sign the Poll Book and be issued a ballot.

Persons who register to vote on Election Day who do not have an acceptable form of Photo Identification will also be required to complete a Personal Identification Affidavit (EG-9). This form cannot be used in lieu of photo identification when registering. The new registrant still must have some form of photo identification, whether it be: a driver's license issued from a different state, a college identification card from an out-of-state school, a photo identification card from a workplace, etc.

Some voters will not be aware of or prepared for this change in protocol. Please be as diplomatic and helpful as possible. If you have someone who is difficult give the person an Ada County Elections contact card and ask them to call or visit the office.



## ADA COUNTY ELECTIONS POLL BOOK CLERK REFERENCE GUIDE

**Position Overview:** The Poll Book Clerk makes sure all registered voters show photo identification or sign a Personal ID Affidavit and sign the Poll Book before they are issued a ballot. The Poll Book is an alphabetical listing of registered voters in a precinct. The signatures collected on Election Day help the office record an individual's voting history.

### The Poll Book Clerk:

- 1) Locates voters' names in the Poll Book.
- 2) Reviews required photo identification.
- 3) If they do not have the required identification have the voter fill out a Personal Identification Affidavit.
- 4) Shows voters where to sign in the Poll Book.
- 5) Issues secrecy envelopes and ballot designator card (if applicable).
- 6) Directs voters to Issuing Clerk for their ballot.

### Voter ID Requirements:

**Title 34, Chapter 11, Section 13** of the Idaho State Code states that all voters must show one of the following forms of identification prior to signing the Poll Book and voting:

- (1) An Idaho driver's license or identification card issued by the Idaho Transportation Department;
- (2) A passport or an identification card, including photograph, issued by an agency of the US government;
- (3) A tribal identification card, including photograph, or
- (4) A current student identification card, including a photograph, issued by a high school or an accredited institution of higher education including a university, college or technical school, located within the state of Idaho.

**Title 34, Chapter 11 Section 14** of the Idaho State Code states that a voter may complete a Personal ID Affidavit in lieu of showing one of the above listed forms of identification.

**NOTE:** this option only applies after a voter is registered; the Personal ID Affidavit cannot be signed in lieu of photo ID to register.

**What does this mean?** Voters need to show one of the acceptable forms listed above or sign a Personal ID Affidavit before they sign the Poll Book page.

### Absentee Voting

Absentee Voting affects the duties of the Poll Book Clerk the most. Poll Book Clerks make sure that voters do not cast two ballots in one election. They look at the notations printed in the remarks column next to voters' names and in the signature column to verify that a voter hasn't already turned in a ballot.

### Poll Book Notations

Information comes printed in the remarks column next to a person's name and in the signature column if they have already voted, or if the Elections Office has mailed them an absentee ballot. It is important to pay attention to these notations to limit the likelihood that a person could cast a second ballot.

- **EV Early Voting** - the voter cast a ballot at the Early Voting Site (**DON'T ISSUE ANOTHER BALLOT**).
- **Mail Out Absentee (Ballot Received)** - voter requested a ballot and mailed it back (**DON'T ISSUE ANOTHER BALLOT**).

*\*NOTE: Both notations 1 and 2 will also have the word "VOTED" in the signature column.*

- **Mail Out Absentee (Ballot Mailed)** - voter requested a ballot, but hasn't mailed it back to the office.
- It is okay to issue this voter another ballot. If the voter has their absentee ballot the clerk shall write spoiled on the absentee envelope before issuing the voter a ballot.

## **YOUR ELECTION DAY**

### **Before the Polls Open**

1. Assist the Chief Judge in setting up the tables and the voting booths.
2. Make sure you have all items listed on your supply bag inventory.
3. Arrange your work area.
4. Hang signs.
5. Take Oath of Elections and sign Poll Book cover.
6. Read contents of this guide.
7. Assist the Chief Judge and other Clerks with final preparations.

### **Throughout the Day**

1. Look up each voter's name in the Poll Book.
2. Ask each voter for their address.

**NOTE: If the voter's name or address does not match what is listed, direct the voter to the Registration Clerk.**

3. Ask the voter for their proof of identification and verify - it must be one of the following documents:

- Idaho-issued Driver's License or Identification Card.
- Passport or other Identification Card issued by the Federal Government.
- Tribal Identification Card - must have photo.
- Student Identification Card from an accredited High School or College within Idaho - must include photo.

**NOTE: If voter doesn't have the required identification they must fill out a Personal Identification Affidavit.**

4. Once you've found the voter's name turn the Poll Book so the voter can sign right side up next to their name.
5. Give the voter a secrecy envelope and ballot designator card (if applicable) direct them to the Issuing Clerk station for their ballot.

### **After the Polls Close**

1. Count the number of signatures on each page of the Poll Book, and record the number at the bottom of the page.
2. Coordinate with the Registration Clerk to get a count of the Same Day Registration signatures.
3. Relay the total number of signatures to your Chief Judge.
4. Add the Same Day Registration pages at the back of the Poll Book.
5. Return your supplies to the supply bag and tote.
6. Assist the Chief Judge in counting ballots and taking down the polling place.

### **\*\*\*IMPORTANT INFORMATION\*\*\***

#### **DO NOT PROMPT VOTERS BY STATING THEIR ADDRESS - ASK THEM FOR THEIR NAME AND ADDRESS**

This is important because if they do not give you their correct address or they have changed any part of their name, you can use this opportunity to have them re-register.

#### **ASSISTING VOTERS WHO ARE NOT ABLE TO SIGN**

No one is allowed to sign the Poll Book for another individual - Idaho Code states that it must be the voter. Encourage them to make their own unique mark.

**ABSENTEE BALLOT REPORTING INSTRUCTIONS:** On Election Morning your District Judge will deliver a list to your polling place. This list will include all of the voters who cast ballots after the Poll Books were printed. When this list arrives, make a notation in the Poll Book to prevent these individuals from casting a second ballot. Go through each name on the list and stamp "VOTED" in the signature field.

**Note: you may have names on your list that are not in the Poll Book. These are individuals who registered when they cast a ballot at the Early Voting Site. Do not do anything with these names.**

**SPOILING A BALLOT:** If a voter makes a mistake while marking their ballot and would like another, write "SPOILED" in large letters across it. Put the ballot in the SPOILED BALLOT ENVELOPE. Make the notation, "SPOILED BALLOT ANOTHER ISSUED" in the remarks column of the Poll Book next to the voter's name. Direct the voter to the Issuing Clerk for another ballot.



# Sample Poll Book Page

## ELECTION RECORD AND POLL BOOK

Meridian & Kuna School Levy

3/11/2014

County Precinct 2107

Page 63 of 68

Line No.	Surname, Given Name, Address	Ballot	Signature of Voter	Remarks	
1	WAGNER, GERALD THOMAS 11408 ARABIAN BOISE	M			005001823
2	WAGNER, MARY SUE 11408 ARABIAN BOISE	M			005001822
3	WALKER, DAVID BRUCE 4025 RIVA RIDGE BOISE	M			005046406
4	WALKER, DONALD JAMES 11938 ONEIDA BOISE	M			005097446
5	WALKER, LINDA JEAN 11938 ONEIDA BOISE	M			005036476
6	WALKER, NICHOLAS CASEY 4025 RIVA RIDGE BOISE	M			010310536
7	WALKER, PAMELA MARIE 4025 RIVA RIDGE BOISE	M			010062144
8	WALKER, PAMELA MARTHA 4025 RIVA RIDGE BOISE	M			005056234
9	WALL, JACKIE LYNN 4041 RUSHMORE BOISE	M			005133437
10	WALLACE, DAREN MICHAEL 3305 HERITAGE BOISE	M			005121177
11	WALLACE, JULIE ANNA 3305 HERITAGE BOISE	M			005121230
12	WALLIN, JOHN RICHARD 3333 HERITAGE BOISE	M			003648641
13	WALTERS, CAROL ANN 3321 RIVA RIDGE BOISE	M			005108151
14	WALTERS, NANCY 3321 RIVA RIDGE BOISE	M			010127300
15	WALTERS, WILLIAM BRUCE 3321 RIVA RIDGE BOISE	M			005108068
16	WALTHALL, DAVID ALAN 3187 CANONERO BOISE	M			005144426
17	WANNER, SAUNDRA L 3652 MCCORMICK BOISE	M			005046477
18	WARD, NANCY JEAN 3934 SUMTER BOISE	M			005046616
19	WARD, VERN BLAIR 3934 SUMTER BOISE	M			005046675
20	WARHURST, CHERI EMALINE 3577 CLOVERDALE BOISE	M			005046759
21	WARHURST, GUY THOMAS 3577 CLOVERDALE BOISE	M			010276692
22	WARHURST, THOMAS GLEN 3577 CLOVERDALE BOISE	M			005046699
23	WEIGT, ZACHARY HUNTER 11580 REUTZEL BOISE	M			010289593
24	WEISHAAR, GERALD BARRY 3527 HERITAGE BOISE	M			010039198
25					

W

Number of Electors Voting This Page 0



## ADA COUNTY ELECTIONS ABSENTEE BALLOT GUIDE

### Absentee Voting

Absentee Voting affects the duties of the Poll Book Clerk the most. Poll Book Clerks make sure that voters do not cast two ballots in one election. They look at the notations printed in the remarks column next to voters' names to verify that a voter hasn't already turned in a ballot.

Ada County never accepts voted absentee ballots at the polls on Election Day. If a voter is insistent and wishes to cast their vote using their absentee ballot, they may drop it off at the Benjamin location between 8am and 8pm on Election Day.

**ABSENTEE BALLOT REPORTING INSTRUCTIONS:** On Election Morning your District Judge will deliver a list to your polling place. This list will include all of the voters who cast ballots after the Poll Books were printed. When this list arrives, make a notation in the Poll Book to prevent these individuals from casting a second ballot. Go through each name on the list and stamp "VOTED" in the signature column.

**Note:** You may have names on your list that are not in the Poll Book. These are individuals who registered when they cast a ballot at the Early Voting Site. Do not do anything with these names.

If the **ABSENTEE VOTER LIST** does not arrive by **10am** please call your District Judge.

### Poll Book Remarks Printed In The Remarks Column

1. **Mail Out Absentee (Ballot Received)** - this remark means that the voter has requested an absentee ballot, the Elections Office has received the ballot. **Do not let the individual vote again.** If the voter has a question, give them a contact card and ask them to call the Elections Office.
2. **EV Early Voting (Ballot Received)** - this remark means that the voter cast a ballot at the Early Voting site. **Do not let the individual vote again.** If the voter has a question, give them a contact card and ask them to call the Elections Office.

**\*NOTE:** Both remarks 1 and 2 will also have the word "VOTED" printed in the signature column.

3. **Mail Out Absentee (Ballot Mailed)** - this remark means that an absentee ballot has been requested and sent by the Elections Office, but a cast ballot has not been received back. If someone with this remark next to their name comes in, you may issue them a ballot at the poll. If the voter has a ballot to relinquish, write "**SPOILED**" on the absentee envelope, and write "**SPOILED ABSENTEE**" in the remarks column of the Poll Book. If they do not have a ballot to relinquish, write "**NO BALLOT TO SPOIL**" in the remarks column.

If in doubt, call your District Judge.

## Sample Absentee Ballot Report

04/09/2012

## ABSENTEE BALLOT REPORT - ADA

Page 1

Generated By : AUKIRKSM

Voter ID	Voter Name	Alias Residence ntee Address	Mailing Address	Precinct/ District	Request Date	Issued Date	Received Date	Ballot Seq	Void Reason	County	Ballot Code	Party / Ballot Type
000101793	AMBROSE, LEDNA M	10681 W MCMILLAN RD Unit #19 #19 BOISE, ID 83704	10681 W MCMILLAN RD Unit #19 BOISE, ID 83704	1505 / 1505	04/09/2012	04/09/2012	04/09/2012	0		ADA		R/R
000118231	ARAGON, ANNA M	10309 W SENECA DR BOISE, ID 83709	10309 W SENECA DR BOISE, ID 83709	2108 / 2108	04/06/2012	04/09/2012	04/09/2012	0		ADA		D/D
000504679	BRIDGES, TOM A	3030 S GENESEE DR BOISE, ID 83709	3030 S GENESEE DR BOISE, ID 83709	2108 / 2108	04/06/2012	04/09/2012	04/09/2012	0		ADA		R/R
010235710	BURNETT, JOYCE A	1351 W PINE AVE Unit #310 MERIDIAN, ID 83642	1351 W PINE AVE #310 MERIDIAN, ID 83642	2203 / 2203	04/09/2012	04/09/2012	04/09/2012	0		ADA		R/R
000609740	CASHMAN, MARGARET J	10681 W MCMILLAN RD BOISE, ID 83704	10681 W MCMILLAN RD BOISE, ID 83704	1505 / 1505	04/09/2012	04/09/2012	04/09/2012	0		ADA		D/D
000500700	CHATTERTON, LAVEIRA	5850 N FIVE MILE RD BOISE, ID 83713	5850 N FIVE MILE RD BOISE, ID 83713	1502 / 1502	04/09/2012	04/09/2012	04/09/2012	0		ADA		D/D
010313806	CHEATLE, MARY A	175 E CALDERWOOD DR Unit #16 Unit #15 MERIDIAN, ID 83642	175 E CALDERWOOD DR Unit #16 #16 MERIDIAN, ID 83642	2101 / 2101	04/09/2012	04/09/2012	04/09/2012	0		ADA		D/D
010259738	CHRISTY, JOANN C	2810 E FRANKLIN RD MERIDIAN, ID 83642	2810 E FRANKLIN RD MERIDIAN, ID 83642	2012 / 2012	04/06/2012	04/09/2012	04/09/2012	0		ADA		LUN
000608236	CLAPPER, MAXINE R	175 E CALDERWOOD DR Unit #11 Unit #11 MERIDIAN, ID 83642	175 E CALDERWOOD DR Unit #11 #11 MERIDIAN, ID 83642	2101 / 2101	04/09/2012	04/09/2012	04/09/2012	0		ADA		D/D
010313913	DAVIS, JESSE J	5850 N FIVE MILE RD BOISE, ID 83713	5850 N FIVE MILE RD BOISE, ID 83713	1502 / 1502	04/09/2012	04/09/2012	04/09/2012	0		ADA		D/D
0005010626	DAVIS, RALPH J	3165 N MERIDIAN RD MERIDIAN, ID 83646	3165 N MERIDIAN RD MERIDIAN, ID 83646	2008 / 2008	04/09/2012	04/09/2012	04/09/2012	0		ADA		LUN
010058223	DIEDRICH, GERALD B	5850 N FIVE MILE RD Unit #217 BOISE, ID 83713	5850 N FIVE MILE RD Unit #217 BOISE, ID 83713	1502 / 1502	04/09/2012	04/09/2012	04/09/2012	0		ADA		R/R



## ADA COUNTY ELECTIONS ISSUING CLERK REFERENCE GUIDE

**Overview:** The Issuing Clerk dispenses official ballots and explains voting instructions to qualified electors.

### **The Issuing Clerk:**

Issues official ballot.

Secures ballot pads not in use.

Clarifies voting instructions.

Directs voters to available voting booths.

### **\*\*\*IMPORTANT INFORMATION\*\*\***

A. Only sever a ballot as a voting booth becomes available.

B. Each page of the ballot stub is numbered and coded. Always sever the ballots from the front of the pad working your way to the back of the pad. This can help your Chief Judge keep track of the number of ballots that have been issued throughout the day.

C. If you are working at a polling place with more than one ballot style, make sure you give voters the same coded ballot as specified on the ballot designator they present with their secrecy sleeve.

D. The ballots are designed in a way that if some ink leaks through to the other side, it will not affect how the ballot is counted.

E. A voter may have any assistance of their choice while casting a ballot. The mechanism of assistance cannot disrupt the polling place, or be left behind in the voting booth.

F. A voter must present a secrecy sleeve and ballot designator card (if applicable) before you can issue them a ballot. This means the voter has properly checked in with the Registration or Poll Book Clerks.

**SPOILING A BALLOT:** If a voter makes a mistake while marking their ballot and would like another, take their ballot and write "SPOILED" in large letters across it. Put the ballot in the SPOILED BALLOT ENVELOPE. Have the Poll Book Clerk make the notation, "SPOILED BALLOT ANOTHER ISSUED" in the remarks column of the Poll Book next to that voter's name. If the voter is a same day registrant have the Registration Clerk make the notation "SPOILED BALLOT ANOTHER ISSUED" in the remarks column of the Same Day Registration page. Sever and issue the voter another ballot.

### **YOUR ELECTION DAY**

#### **Before The Polls Open**

1. Assist the Chief Judge with setting up the tables and the voting booths.
2. Make sure you have all items listed on your supply bag inventory.
3. Arrange your workstation.
4. Hang signs.
5. Take Oath of Elections and sign Poll Book Cover.
6. Read contents of this guide.
7. Assist the Chief Judge and other Clerks with final preparations.

### **When the First Voter Arrives**

1. Have the first voter observe unlocking of the ballot boxes.
2. Arrange pads of ballots in sequential and code order.
3. Keep the lowest numbered pad(s) at your station. Place the rest of the ballot pads in a secure location.

### **Throughout the Day**

1. When the next voter in line approaches your station make sure they have a secrecy envelope and ballot designator (if applicable).
2. Look to make sure that a voting booth is available.
3. Carefully tear off one ballot from the pad with a code corresponding to the code on the designator card (if applicable).
4. Take the designator card (if applicable) and place the ballot in the voter's secrecy envelope.
5. Give voting instructions.
6. Direct the voter to an open voting booth.

### **After the Polls Close**

1. Count the total number of unused ballots; give the count to Chief Judge.
2. Count the total number of spoiled ballots (those issued and spoiled at the polls), give count to Chief Judge.
3. Give the following items to the Chief Judge:
  - a. UNUSED Ballots
  - b. SPOILED BALLOTS in the Envelope
  - c. SPOILED ABSENTEE BALLOTS in the Envelope
  - d. BALLOT STUBS in the Bag
4. Return your supplies to the supply bag and tote.
5. Assist the Chief Judge in counting ballots and taking down the polling place.

### **SPECIAL NOTES:**

- A. Once you've issued the last ballot on a pad, place the binding from the pad in the BALLOT STUB bag(s).
- B. If a ballot is severed from the pad of ballots and is not used, spoil it by writing, "DETACHED, NOT USED - SPOILED" and put it in the SPOILED BALLOT envelope. There should be none of these.
- C. Sometimes a voter who requested an absentee ballot wants to deliver it to their polling place. When this happens, the ballot envelope containing the absentee ballot must be marked spoiled and the voter must be issued a new ballot at the polling place. The voter will need to check in with the Poll Book Clerk so the voter can sign the Poll Book and a notation can be made in the Poll Book before a new ballot is issued.
- D. A voter may drop off their absentee ballot at the Elections Office (400 North Benjamin Lane, Suite 100 - Boise) 8am to 8pm on Election Day.
- E. The secrecy sleeve is an indication that the voter has checked in with the Registration Clerk or the Poll Book Clerk and that it is okay to issue the voter a ballot. If your precinct has more than one ballot style, each voter will also have to present a ballot designator card before they may be issued a ballot.



## ADA COUNTY ELECTIONS RECEIVING CLERK REFERENCE GUIDE

**Overview:** The Receiving Clerk maintains the Exit Record, keeps the ballot boxes secure, and makes the required announcement as voters deposit their ballot.

### Receiving Clerk Instructions:

1. Voters will approach your station ready to deposit their ballot.
2. Ask the voter their name.
3. Look up the voter's name in the Exit Record.
4. Make a checkmark or an "X" next to the voter's name to record that individual has voted.
5. Ask the voter to deposit their ballot.
6. Announce: "VOTER'S NAME, HAS VOTED."
7. Give Voter "I VOTED" sticker.

### Voter Announcement

It is the law. Title 34, Chapter 11, Section 07 reads: "The judge shall then record that the elector has voted and proclaim the same in an audible voice."

### The Exit Record

The Exit Record is a listing of all of the registered voters in a precinct. Each page has two columns of voters, with a checkmark box next to each voter's name. You can use the alphabet tabs to help organize the Exit Record to make it easier to find voter's names. When people come in to register, you will need to add their names to the blank Exit Record pages. You can get their names off the registration cards, or ask them as they prepare to deposit their ballot.

### Ballot Box Security

Position the ballot box on a table roughly arms-length away from you. You want to make sure that it is far enough away from you that voters do not worry about privacy, yet close enough that you can make sure ballots are being properly deposited.

### \*\*\*IMPORTANT INFORMATION\*\*\*

Remind voters not to fold their ballot - folded ballots limit the capacity of the ballot boxes.

If a voter comes to you because they made a mistake marking their ballot and would like another, direct them to:

- The Registration Clerk - if the voter is a new registrant
- The Poll Book Clerk - if the voter's current name and address were listed in the Poll Book

New Exit Record entries do not have to be made alphabetically.

If you have a problem finding a voter's name, feel free to ask them for a spelling.

Be on the lookout to make sure no one leaves the Polling Place with a ballot.

### Swapping Out Ballot Boxes When They Become Full

Busier and larger precincts may need to use more than one ballot box throughout Election Day. If another ballot box must be put into use, repeat the steps that you do first thing in the morning. Demonstrate to the first voter depositing their ballot, that the box is empty. Seal the new ballot box. Verify the ballot box was properly sealed. Allow voter to deposit their ballot.

**About Poll Watchers:**

Idaho Code allows representatives of a candidate, party, or issue to be present to observe the polling place on Election Day. Your Chief Judge will have a list of Official Poll Watchers for your precinct. Only those people on the list may act as Poll Watchers. Poll Watchers should be positioned near the Exit Station in a way that they can reasonably hear your announcements of who has voted, but not so close that they would be confused as a member of the Election Board or be able to see how a voter cast their ballot. A Poll Watcher cannot interfere with the orderly conduct of the election. If you have any problems with a Poll Watcher please notify your Chief Judge. Poll Watchers can be present from 8am to 8pm - when the polls are open to voters. Poll Watchers must leave the voting area after the last voter of the day has deposited their ballot.

**YOUR ELECTION DAY****Before The Polls Open**

1. Assist your Chief Judge in setting up tables and voting booths.
2. Make sure you have all items listed on your supply bag inventory.
3. Arrange your work area.
4. Use tabs to alphabetize the Exit Record.
5. Hang signs.
6. Read contents of this guide.
7. Assist the Chief Judge and other Clerks with final preparations.

**The First Voter of the Day:**

**You must demonstrate that the ballot box is empty before you lock it with the seal and put it in use.**

1. Show the voter that the ballot box is empty.
2. Lock the ballot box with the plastic seal. Verify that the ballot box has been properly sealed.
3. Ask the voter their name.
4. Find the voter's name in the Exit Record, check the VOTED column. Write, "Witness" next to the voter's name, or have voter initial next to name.
5. Have the voter deposit their ballot. Announce, "(VOTER'S NAME) has voted" in a clear and audible tone.

**Throughout the Day**

1. Add the names of new registrations to the blank Exit Record pages.
2. Maintain the security of the ballot box (and any full ballot box(es)).
3. Collect secrecy sleeves and recycle them back to the Registration and Poll Book Clerks.
4. Perform the following steps as voters deposit their ballots:
  - a. As the voter approaches your station to deposit their ballot, ask them for their name.
  - b. Locate their name in the Exit Record or blank Exit Record - make a check mark in the **VOTED** column.
  - c. Watch as the voter removes their ballot from the secrecy sleeve and places it in the ballot box.
  - d. Audibly announce, "(Voter's Name) has voted."
5. Offer the voter an I VOTED sticker.

**After The Polls Close**

1. Assist the Chief Judge when they open the ballot boxes and count the ballots.
2. Return your supplies to the supply bag and tote.
3. Assist the Chief Judge and other Clerks in taking down the polling place and putting away supplies and signage.

# Sample Exit Record

EXIT RECORD BOOK			
COUNTY PRECINCT		2010 GENERAL ELECTION	
		11/02/2010	
		PAGE 2 of 21	
Voted	Surname, Given Name, Address	Voted	Surname, Given Name, Address
X	BARNUM, LUCINDA MAE 154 S MASTERS LN BOISE		BONHAM, THOMAS 6785 EASTLAKE CTR BOISE
X	BARNUM, ROBERT M 154 S MASTERS LN BOISE		BORCHARD, JOHN S 4343 W HAYS BLVD BOISE
	BASSETT, STEVE M 2895 N AQUA WAY BOISE		BORST, SCOTT 7895 NW QUINN STREET BOISE
	BAUER, ROYCE PETER 754 SMITHVILLE ST BOISE		BOSS, SARAH JO 1421 VINEYARD PL BOISE
	BAXTER, CLAYTON HENRY 8014 W FIFTH AVE BOISE	X	BOTHSWORTH, MARY 1421 VINEYARD PL BOISE
X	BAXTER, CLAYTON HENRY II 8014 W FIFTH AVE BOISE		BRADNEY, DUSTIN KENNETH 325 W MAYFARI CT BOISE
	BECKER, PHILLIP MICHAEL 78 DORAL DRIVE BOISE	X	BROWN, BETTY JO 1816 MORELAND RD BOISE
X	BECKMAN, MAE 8812 N OPAL LN BOISE	X	BLINCH, TIMOTHY 2552 S CLAIRE WAY BOISE
	BIGGS, MARJORIE ANNE 955 E WARREN LN BOISE		BUYERS, DYANA MARIA 5524 N RED FEATHER LN BOISE
X	BIGGS, BUSTER SAMUEL 955 E WARREN LN BOISE		
X	BILLUPS, SHANNON 7878 N POINTEPLACE CIR BOISE		
X	BILLUPS, THOMAS K 7878 N POINTEPLACE CIR BOISE		
	BIXBY, BENJAMIN S 4520 CAMPUS DR BOISE		
X	BIXBY, BETHANNE PAULINE 4520 CAMPUS DR #203 BOISE		
	BOLT, KATY SUE 122 S FLICKER DR BOISE		
	BONHAM, STEPHANIE ANN 6786 EASTLAKE CTR BOISE		
NUMBER OF ELECTORS VOTING THIS PAGE : _____			

## SAMPLE BLANK EXIT RECORD PAGE

EXIT RECORD			
X	<i>Bixby, Benjamin</i>	X	<i>Hart, Mickey</i>
X	<i>Kreutzman, William</i>	X	<i>Lesh, Phil</i>
X	<i>Garcia, Jerald</i>		
X	<i>Weir, Robert</i>		